



Arizona State
Board of Cosmetology

Sue Sansom, Executive Director

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EXAM APPLICATION PROCEDURE as of January 1, 2008

1. Student graduates with all school qualifications met.
2. School is required to submit all candidates information via email to the board:
 - a. SS#
 - b. DOB
 - c. Name
 - d. Current address
 - e. Current phone #
 - f. Category of student
3. Candidates (student) requirements to apply for examinations:
 - a. wait 3 days after school submits the information;
 - b. calls Professional Credential Services (PCS) to register - 1-888-822-3272
 - c. pays fee by telephone with Visa or M/C.
 - 1) Practical: \$60.00 Written: \$85.00 First License: \$40.00
 - d. schedules date for examination
4. Candidate will receive authorization notices from PCS (by mail) for both practical and written examination. They will be ***required*** for admission for your scheduled date. (if you **miss your required date or late**; you will need to re-submit your fee for a new date)

***Past Graduates that have not taken the exam:**

Students that graduated a few years ago and wants to now apply for the examination; download the "Certification" form from www.azboc.gov , complete and mail it to the board's office along with a money order for \$30.00. The board will then certify any hours that have been submitted by your attending school (s). Once verified of graduation information, you will be inform of the next step for applying for your examination.

Questions, contact the board's office, not PCS.